

HOW TO... Use network places in Windows Vista

Vista provides a central place to access all networking-related tasks. Will Head explains how to navigate the Network and Sharing Center and locate other machines on the network

With its latest operating system, Microsoft has brought all networking components into one place. Vista uses the Network and Sharing Center, which provides quick and easy access to everything that concerns networking. If you are interested in Windows XP's Network Places, you will find a copy of that tutorial on this month's cover disc.

1 Open the Control Panel and click on Network and Internet, then Network and Sharing Center. Here you can see a brief overview of your network setup, including which network you're currently connected to and what services you have enabled.

The Sharing and Discovery section at the bottom provides quick access to your current sharing settings. Click on the down-pointing arrow to the far right to modify the settings – for example, to turn file sharing on or off. When you're done, click Apply.

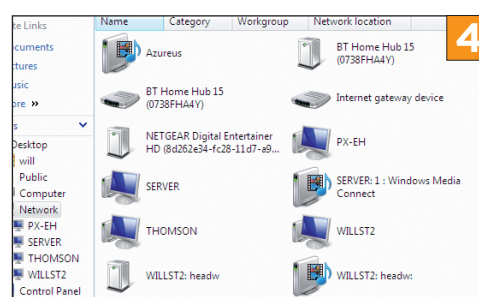
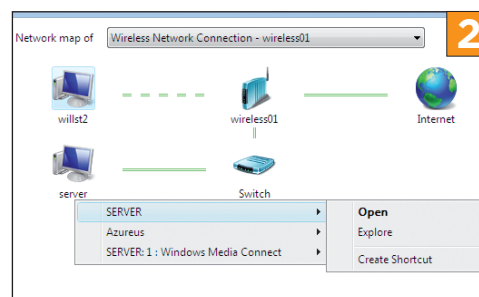
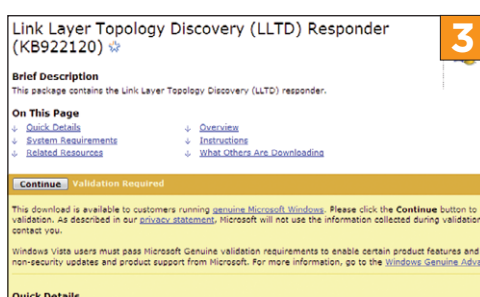
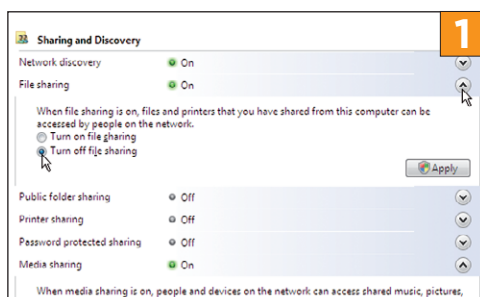
2 Vista makes it easy to see which computers and devices are connected to your network, so finding the one you're after isn't a problem. Vista will display this information visually so you can quickly trace the device you're looking for. In the Network and Sharing Center, click on View full map to display this view. From here, you can see all machines on your network and how they connect to one another and the internet, so you can just follow the links to find a specific computer.

Right-click on the relevant PC's icon to see the services it offers, such as file sharing or media streaming.

Not all devices provide the necessary information for Vista to place them accurately on the network map. Where this is the case, the device shows up in a list at the bottom under the heading 'The following discovered device(s) can not be placed on the map'.

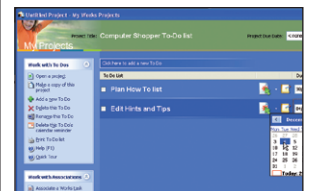
3 If any of the PCs on your network use Windows XP, then by default they won't show up properly on the network map, as they don't provide the necessary information to Vista so it can place them correctly. Microsoft has released a simple add-on that enables this functionality in Windows XP so machines appear in the right place and not in the list of items at the bottom. You can download the Link Layer Topology Discovery (LLTD) Responder component from Microsoft's website. Go to <http://support.microsoft.com/?kbid=922120> and read the system requirements and instructions. Then click on the Continue button. Install this on all your network's Windows XP computers.

4 The more familiar Windows XP network view is still there. Just click on the View computers and devices link. You'll find it in the left-hand Tasks menu in the Network and Sharing Center. Double-click on a computer to reveal its shared files and services. 



HOW TO... Create a Works to-do list

Microsoft Works is a suite of office programs aimed at home users. It includes everything most people will need. At first glance, it might seem to be missing a to-do list. However, it is easy to create one. Start the Works Task Launcher. Click on Projects in Works 9, or My Projects in earlier versions. If you can't see this option, click on Home to open that view. Enter a title for the to-do list in the box at the top of the screen. To add a new item to the list, click on the New To Do button. Give the item a name. When you click to the right of the to-do item, under Due Date, the completion date box will appear along with two icons. Click on these icons to add notes, and associate files and web links with the to-do item.



HOW TO... Resize Vista icons

Windows Vista desktop icons are vector graphics, which means that they can be increased in size without losing quality. You don't get the blockiness seen when Windows XP icons are enlarged. However, you may find that, by default, the desktop icons are simply too big. There's a quick and easy way to reduce their size in Vista. Just hold down the Ctrl key and turn the mouse's scroll wheel downwards. Scroll upwards with the Ctrl key held down to enlarge the icons.

